



Applications are invited from suitably qualified candidates for the following position:

**Project Officer (Grade IV)**

**Insight Centre for Data Analytics**

**Fixed Term until 31 August 2021**

**Duties and Responsibilities:**

Please refer to the job description for a full list of duties and responsibilities associated with this role.

This position is open to candidates who meet the following criteria:

- A primary degree or equivalent
- Three years' relevant work experience
- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.
- Project management training and/or experience in working with research funded projects is an essential requirement.
- Knowledge of SFI Research Centre and University Administrative procedures is also an essential requirement for this position.
- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners / stakeholders).
- Excellent organizational skills, with the ability to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination of the project management process.
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks.
- The ability to work effectively as part of wider administrative and project teams.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service whilst interacting with senior academics from multiple countries and business owners.
- The ability to work effectively to deadlines and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.

**Desirable:**

- A degree in Engineering, Computing or a Life Sciences discipline
- A qualification in Event Management or Media & Communications
- Experience with updating and maintaining social media platforms

The competencies which will be examined for this post are:

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing his/her workload.
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change

**Salary:** €35,321 - €52,791

**Closing date:** 2<sup>nd</sup> September 2019

**Informal Enquiries in relation to this role should be directed to:**

Dr. Breda Kiernan, Insight Centre Manager - **Email:** [breda.kiernan@insight-centre.org](mailto:breda.kiernan@insight-centre.org)

*Please do not send applications to this email address, instead apply as described below.*

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

**Dublin City University is an equal opportunities employer**